



## DEPARTMENT OF THE NAVY

NAVAL MEDICAL EDUCATION AND TRAINING COMMAND  
8901 WISCONSIN AVENUE  
BETHESDA, MARYLAND 20889-5611

NAVMEDEDTRACOMINST 1650.7  
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10 FEB 2003

### NAVMEDEDTRACOM INSTRUCTION 1650.7

From: Commander

Subj: COMMANDER'S COIN RECOGNITION PROGRAM

Encl: (1) Award Nomination Memorandum Format

1. Purpose. To promulgate information, outline requirements, and establish procedures for awarding the Commander's "Coin for Excellence", which includes time off incentives for military and civilian personnel.

2. Scope. This instruction applies to the personnel assigned to Naval Medical Education and Training Command, and may include subordinate commands at the discretion of the Commander.

3. Background. Recognition of personnel for outstanding achievement is a contributing factor to increased morale and improved performance. This program is one way to acknowledge excellent performers who contribute directly to the mission of the Naval Medical Education and Training Command, the Bureau of Medicine and Surgery, and the United States Navy. Selection of personnel is based on sustained superior military, civilian, and professional performance, and also includes special acts deemed exceptional by the Commander, Naval Medical Education and Training Command. Examples that may warrant recognition are: outstanding military appearance and bearing, off-duty accomplishment(s), professional affiliation, involvement in community activities (both on and off base) and civilian community affairs.

#### 4. Action

a. Upon receipt of the Commander's "Coin for Excellence" the following liberty, for military personnel, or time off, for civilian personnel, is authorized:

(1) Military personnel: Authorized a 4-day special liberty, as arranged at the department level.

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(2) Civilian personnel: Authorized a time off award of 8 hours.

(3) The Commander reserves the right to increase or decrease the amount of liberty or time-off specified in this instruction.

b. All administrative responsibilities necessary to execute all time off awards shall be coordinated by the member's department and the Manpower Department.

c. The member's department shall manage military special liberty requests and civilian time off awards given by the Commander under this program.

d. Admin/Manpower will maintain a record file to document the effective management of this program within the command.

e. All personnel serving in leadership positions are encouraged to nominate individuals for this program to the Commander, using the format established in enclosure (1).

f. Member's nominated and subsequently selected to receive the Commander's "Coin for Excellence" shall not be made aware of this recognition until final presentation by the Commander.



W. T. NUNNS  
Acting

Distribution:  
Lists I and II

MEMORANDUM

From: Person in leadership Position  
To: Commander

Via: (1) Commander's Executive Assistant

Subj: **NOMINATION FOR COMMANDER'S "COIN FOR EXCELLENCE" ICO**  
**HN IAM V. GOODE, USN, 123-45-6789**

Ref: (a) NAVMEDEDTRACOM INSTRUCTION 1650.7

1. The subject member is greatly deserving of the special recognition established by reference (a). In support of this nomination, the following information is provided:

a. *(Provide a detailed write-up as to why member is deserving of this recognition.)*

I. M. LEADERSHIP

Enclosure (1)